



ACCESSORY DWELLING UNIT

Application Number

Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | www.ch.utah.gov

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| Property Address | |
| Project Description | |
| Property Owner | |
| Property Owner Name | |
| Property Owner Mailing Address | |
| Applicant (if different from owner) | |
| Applicant Phone | |
| Applicant Mailing Address | |
| Applicant Email | |
| Zoning Designation | |
| Overlay Zoning | |
| Application Date | |
| Fee Paid | |
| Owner / Applicant Signature | |

A digital copy of all plans must be submitted. During the pre-application meeting a staff planner will identify which items are required for submittal. Please note that ALL items check will be required at the time of formal submittal. An application will not be considered complete until all checked items are submitted in an acceptable manner.

GENERAL

- ☐ Application Fee (See Consolidated Fee Schedule for current fees)
 - Attached ADU - \$150
 - Detached ADU - \$1,100 (*Public Hearing Required*)
- ☐ Owner's name, address, and telephone number
- ☐ Documentation of home occupation business license, if applicable
- ☐ Proof of owner occupancy (2 documents), such as:
 - Driver's license
 - Bank statement dated within last 30 days
 - Current mortgage contract
 - Vehicle registration
 - Utility bill
- ☐ Notarized affidavit of permanent residency (separate from proof of owner occupancy)
- ☐ Completed building permit application form and payment of fees associated with the building permit
- ☐ Certificate of completed landlord training program (Good Landlord or Utah Apartment Association) is required before final approval of an Accessory Dwelling Unit
 - Utah Apartment Association – www.uaahq.org
 - The Good Landlord – www.thegoodlandlord.net

PLAN REQUIREMENTS

- ☐ Date, graphic scale and north arrow
- ☐ Scaled site plan of property, showing all existing and proposed structures and parking spaces
- ☐ Scaled floor plans indicating the total area in square feet of the entire home and the proposed area of the accessory dwelling unit
- ☐ Building setbacks for existing and proposed structures
- ☐ Show all existing and proposed off-street parking stalls (minimum of 4)
- ☐ Indicate and label the entrance for the primary residence and the entrance for the proposed ADU
- ☐ Show all existing and proposed landscaping and buffering measures
- ☐ Lot coverage and area calculations for all proposed detached structures
- ☐ Elevation drawings of all new proposed structures
- ☐ Any proposed site grading for new proposed structures (label existing and finished grade)
- ☐ For all work requiring a building permit, adequate building plans and engineering calculations must be submitted with the building permit application

SITE CONTEXT PHOTOGRAPHS

- ☐ Showing the site and the context of surrounding buildings/property (no panoramic photos)
- ☐ Taken at the curb and along the property boundaries
- ☐ Show adjacent improvements and existing on-site conditions
- ☐ Aerial photographs of the site